

Claim Checklist

Center Name: _____ Claim Month & Year: _____

Submit **clear copies** of the following documents **in this order**.

Place this form on top of the claim packet and upload the entire claim packet via CITRIX. **Two (2) files only!**

✓	DOCUMENTS	DO I SEND IT?
1	<p>CHANGES of a Site Supervisor, Ownership, Selling of the Business or CACFP Bank Account must be reported to the Nutrition Program to avoid a delay in your reimbursement</p> <p><i>"I have none of the above changes this month."</i> SIGNATURE: _____</p>	If applicable
2	Submit Claim in KidKare and Upload Claim documents into Citrix	Always required
3	Pending and Expiring Income Eligibility Forms, Infant Affidavits, and Medical Forms	If applicable
4	Receipts Journal from KidKare	Always required to submit
5	<p>Food & supplies receipts <u>in date order</u> of the Receipt Journal</p> <p>Attach proof of payment with all invoices</p>	Always required to submit
6	<p>Labor documents (Payroll Proof of Payment, Timesheets, Time Distribution Report, Compensation Plan)</p> <p>Employees paid by direct deposit: Submit bank statements that show the batch transfer for payroll that includes all employees. This is one large amount.</p> <p>Employees paid by checks: You will need to send copies of the canceled/cashed check or have statements that clearly identify the staff's name</p>	<p>Only If you are claiming this cost to CACFP</p> <p>Compensation Plan required</p>
7	<p>Rent and utilities documents</p> <p><input type="checkbox"/> Include Allocation Worksheet</p> <p><input type="checkbox"/> Proof of Payment</p>	<p>Only if you are claiming this cost to CACFP</p> <p>Floorplan required</p>
8	<p>Bank Statement for CACFP-only account (**Required for processing reimbursement)</p> <p>Important: Sites are required to send in bank statements if funds have been transferred from a CACFP account to any other account(s).</p>	**Required for submission of claim to state for reimbursement
9	<p>CAPS/Title XX Statement (Pull report from Maximus named "ACTIVE SCHOLARSHIPS")</p> <p><i>"I am a for-profit site with <u>no</u> CAPS activity this month."</i> SIGNATURE: _____</p>	Only required for for-profit centers
10	<p>Sign-In/Out Sheets for Children in official At-Risk Afterschool Program (ARAS)</p> <p>Centers must maintain and store Sign-In/Records onsite for a minimum of <u>four years</u></p>	Only required for sites with children in ARAS program
11	<p>CN Labels or Formulation statements</p> <p>Include with claim packet (Keep a copy on site in the CN Label Notebook)</p>	Always required to submit
12	<p>OTHER: CHANGES of Compensation Plans for Labor, Meals, or Meal Service Times require written documentation to be approved and updated in KidKare. Upload documentation via CITRIX.</p>	If applicable

All documents for the claim month must be uploaded via CITRIX no later than the 5th day of the month.